

Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
18 October 1994

*USAARMC Reg 600-3

Personnel-General

INSTALLATION IN-PROCESSING AND OUT-PROCESSING

Summary. This regulation revises and consolidates installation policy and procedures for in- and out-processing.

Applicability. This regulation applies to all major activities, staff offices/departments, and tenant commands on this installation, and to all permanent party and Active Guard Reserve (AGR) personnel reporting to or serviced by the U.S. Army Armor Center. Students and trainees are controlled by policy and procedures established by Trainee/Student Processing Division and respective units.

Suggested Improvements. The proponent of this regulation is the G1/Adjutant General (G1/AG) Office. Users are invited to send suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAARMC and Fort Knox, ATTN: ATZK-AG, Fort Knox, Kentucky 40121-5000.

1. Purpose. To provide a single-source reference for installation in- and out-processing policy and procedures for all permanent party personnel.

2. References.

- a. AR 210-10, 12 September 1977, Administration.
- b. AR 600-8-101, 26 February 1993, Personnel Processing (In-and-out and Mobilization Processing).
- c. AR 600-8-8, 1 July 1993, The Army Sponsorship Program.
- d. AR 600-8-11, 1 October 1990, Reassignment.
- e. Memorandum, HQ USAARMC, ATZK-AGH-S, 12 August 1994, subject: Memorandum of Instruction - Soldier Reporting Procedures.

3. Responsibilities.

- a. G1/Adjutant General will:

* This regulation supersedes USAARMC Reg 600-3, 4 August 1992

(1) Maintain a facility for the installation in- and out-processing of all soldiers permanently assigned or attached to the installation. Students will in- and out-process as directed by Trainee/Student Processing Division.

(2) Exercise overall coordination for the staffing and operation of the in-processing and clearance facility.

(3) Prepare DA Form 137-R (Installation Clearance Record) for soldiers departing Fort Knox. See appendix A.

(4) Maintain the official file of completed Installation Clearance Records.

(5) 60 days before a soldier's transition or PCS, electronically notify (via Office Vision) agencies at appendix C. These agencies will notify the Central Clearance Agency (CCA) if there is a requirement for the soldier to personally clear the activity; i.e., a soldier still has outstanding bad checks at AAFES or the Leaders' Club.

(6) Individuals will be provided a copy of DA Form 5123-1-R (Personnel Processing Record) upon completion of in-processing, so the units can utilize Section E to in-process the soldier.

b. The Commander, 22d Replacement Detachment will:

(1) Brief all newly arrived soldiers on a variety of subjects to include: the Post Commander's Welcome Orientation, Accident Avoidance, and Hazardous Materials.

(2) Will account for soldiers during in-processing until released to unit of assignment.

(3) Provide billeting for single and unaccompanied soldiers. Accompanied soldiers will be directed to the Family Guest House.

(4) Notify unit of assignment upon completion of in-processing that the soldier has been released.

(5) FORSCOM Soldiers, in addition, will process through 194th Separate Armored Brigade immunization clinics and Staff Judge Advocate (SJA) to complete soldier readiness requirements.

(6) All personnel assigned/attached to MEDDAC/DENTAC will process through the immunization clinic for updating required immunizations.

c. Commanders will:

(1) Ensure newly assigned and departing soldiers comply with in- and out-processing requirements contained herein.

(2) Assign incoming soldiers a sponsor per AR 600-8-8.

(3) Give soldiers sufficient time to in-process.

(4) Not deploy soldiers to the field within 30 days of their departure, separation, or retirement.

(5) Give soldiers 10 working days to out-process for PCS, ETS, and/or retirement. During this 10-day period, the soldiers should devote their efforts to clearing and will not be assigned duties within the unit or staff section.

(6) Give soldiers transferring on post between major subordinate commands 1 working day to clear the assigned unit.

(7) Give soldiers who are separating/retiring sufficient time to complete transitional processing and use ACAP services at least 6 months before their release date to gain full benefit from the program. Units are responsible for scheduling and ensuring attendance as appropriate.

(8) Approve leave and/or permissive TDY before a soldier reports to the Adjutant General - Central Clearance Agency (CCA).

(9) Appoint a sponsor to clear soldiers who are permitted or required to depart the installation without personally clearing.

(10) Review DA Form 5123-1-R for completeness and file in the Soldier Management Individual File.

d. Individual Soldier will:

(1) In-process through the required agencies on the installation. See appendix B.

(2) Out-process through the required agencies on the installation and certify that all obligations have been met before departure. See appendix C and D.

(3) In-process in military uniform.

(4) Out-process in military uniform or appropriate civilian attire.

4. Procedures.

a. In-processing.

(1) Incoming soldiers assigned to Fort Knox will report to the G1/Adjutant General, Personnel Processing Division, One-Stop Processing Center (OSPC), Building 1384, to sign in to conclude leave and travel status. The individual should report with copies of assignment orders, DA Form 31 (Request Authority for Leave), personnel, health, dental, and educational records. One-Stop will submit the SIDPERS Arrival Transaction for all soldiers who process through One-Stop. During duty hours, personnel in-processing will be accomplished the same day; otherwise, an appointment will be scheduled for the next day. During nonduty hours, individuals will sign in and be scheduled for an appointment during the next duty day.

(2) It is imperative that soldiers begin in-processing with the Personnel Processing Division, to receive pinpoint assignment orders.

(3) During in-processing, individual soldiers will be directed to OSPC, Defense Accounting Office to settle travel claims, review pay entitlements and process request for pay actions. The order for processing other agencies is discretionary.

(4) Individuals with privately-owned vehicles and personal firearms will be required to in-process the Vehicle/Weapons Registration Section of the Provost Marshal Office, located in OSPC. Privately-owned vehicles must be registered within 72 duty hours after arrival on the installation. Drivers License, State Registration, and proof of insurance must be presented at the time of registration. Individual firearms are not presented at the time of registration, but the owner must know the make, model, and serial number of the weapon.

(5) All personnel will be required to in-process the Community Homefinding, Relocation, and Referral Services (CHRRS) Office, located in Building 1383, next to OSPC, before making arrangements to rent, lease, or purchase off post. CHRRS is responsible for tracking total population supported off post. The telephone numbers for the CHRRS Office are (502) 624-5824/3548.

(6) All incoming soldiers must notify the in-bound Personal Property Branch, Transportation Division, G4/Directorate of Logistics, Building 65, to arrange for delivery of household goods and hold baggage. The telephone numbers for this office are (502) 624-2157/2158/1051.

b. Out-Processing.

(1) All permanent party soldiers and soldiers attached for 30 or more days will be required to clear the installation before departing for reassignment, Expiration Term of Service (ETS) or retirement. The Installation Clearance Record will be used to accomplish the clearing. All soldiers who are required to clear the installation will report to the CCA to pick up clearance papers. CCA personnel will clear selected agencies (See appendix C) and annotate the Installation Clearance Record to reflect required action if any. Soldiers will be advised by personnel as to which agencies they must personally clear and which agencies will be cleared for them. See appendix D.

The individual, unit commander, or designated representative must sign the Installation Clearance Record before final clearance by the CCA.

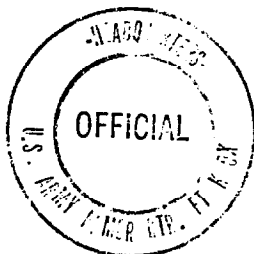
(2) All out-processing personnel wishing to ship personal property upon notification of departure should contact Outbound Household Goods Section, G4/DOL Transportation Division, Personal Property Branch, Building 65, to discuss shipment needs. Each shipment will require six copies of all orders and amendments. The telephone numbers for the Outbound Household Goods Section are (502) 624-3151/1713.

(3) Reassignment. Soldiers out-processing for reassignment should report to the CCA, Building 1384 to begin out-processing. The CCA will initiate the Installation Clearance Record which will be available 10 working days before the soldier's PCS. Soldiers should have 10 copies of orders.

(4) Expiration Term of Service (ETS). Soldiers separating from the service (not retiring) must report to the CCA, 10 days before ETS date. Soldiers should have 10 copies of orders and/or an approved copy of their transitional leave DA Form 31 (if applicable).

(5) Retiring Personnel. Soldiers with approved retirements may report to the CCA Office 30-45 days before transitional leave to initiate DA Form 137-R (Installation Clearance Record). Soldiers should have six copies of orders, approved copy of DA Form 4187 for permissive TDY and/or copy of DA Form 31 (Transition Leave) if applicable. Early pickup of DA Form 137-R does not constitute relief from duty. As indicated in paragraph 3c(5) above, every soldier will be allowed 10 days to clear the installation.

FOR THE COMMANDER:



OFFICIAL
JACK M. SKIDMORE
Colonel, GS
Chief of Staff

ROBERT L. BROOKS
Director, Information Management

DISTRIBUTION:

A Plus

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CF:
Asst Comdt, USAARMS

INSTALLATION CLEARANCE RECORD							
For use of this form, see AR 600-8-101; the proponent agency is ODCSPER.							
SECTION A - PERSONAL DATA							
1. NAME			2. RANK		3. SSN		
4. UNIT			5. GAINING UNIT				
SECTION B - CLEARANCE TYPE							
6a. ORDER NO.	6b. DATE	7. PCS	8. ETS	9. EARLY RELEASE	10. OTHER	11. DEPARTURE DATE	
SECTION C - INSTALLATION DATA							
All officers and senior noncommissioned officers (E7 and above) are not required to clear all agencies listed below; their signature being official indication that all obligations are settled. Items indicated by an asterisk (*) must be cleared by all ranks.							
SECTION D - UNIT CLEARANCE							
12. SUPPLY NCO		13. DEBT MANAGEMENT		14. NBC NCO		15. TRAINING NCO	
16. ARMORER		17. ALB ISSUED? (Transition Only) <input type="checkbox"/> YES <input type="checkbox"/> NO			18. FIRST SERGEANT		
SECTION E - BATTALION CLEARANCE							
19. DA FORM 31	20. MAIL ROOM	21. MEAL CARD		22. *NCOER/NER (CPL and Above)	23. HEIGHT	24. WEIGHT	
25. LAST CHARGEABLE LEAVE (Transition Only)		FROM	TO	26. FLAGGED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
27. *BN S2		28. TACC		29. *COURTS AND BOARDS		30. BN SI SUPERVISOR	
31. BATTALION UNIQUE CLEARANCE				c. CLOTHING INSPECTION UNIT/SECTION			
a. CAREER COUNSELOR/UNIT				d. POST OR UNIT MOTOR POOL			
b. *CLASSIFIED DOCUMENTS/UNIT/SECTION				e. FAMILY CARE PACKET			
SECTION F - INSTALLATION CLEARANCE							
32. PERSONAL CLEARANCE							
<input type="checkbox"/> a. *TRANSPORTATION OFFICE (BLDG 65 RM 9)	<input type="checkbox"/> c. *CENTRAL ISSUE FACILITY (BLDG 6568)			<input type="checkbox"/> e. *ARM SCH LIB (B2368)			
<input type="checkbox"/> b. *FAMILY HOUSING OFFICE	<input type="checkbox"/> d. *ACAP (Transition Only)			<input type="checkbox"/> f. *AER (Transition Only) /PCS			
MAIN POST OFFICE 33. CENTRAL CLEARANCE							
a. * Transition Management - Total Army Career Counselor BLDG 1382				g. CLASSIFIED FILES (NATO) BLDG 1227			
b. *TFID BLDG 6549 (OFFICER SEP)				h. Recreation Services DCEA/BLDG 4248			
c. * Education Center BLDG 1174				i. *Provost Marshal			
d. * Medical Clinic				j. DEP. SCHOOLS			
e. * Dental Clinic				k. VET CLINIC			
f. Army Community Services Center				l. Library (BLDG 400)			
34 a. <input type="checkbox"/> * DEERS/AD Card		34b. <input type="checkbox"/> Personnel Records CCA/TRANS CTR		35. DEFENSE ACCOUNTING OFFICE			
<input type="checkbox"/> * Accounting/Travel		<input type="checkbox"/> * Debt Mgmt.		<input type="checkbox"/> * 1-STOP FINANCE			
36. INSTALLATION UNIQUE CLEARANCE				f. RED CROSS			
a. CREDIT UNION				g. COMMISSARY			
b. ARMY NATL BK				h. PORT CALL			
c. OSMB							
d. POST EXCHANGE							
e. *OFFICER CLUB							
37. SOLDIER'S SIGNATURE & DATE			UNIT COMMANDER'S SIGNATURE			38. DATE	
39. * OUTPROCESSING CONTROL NA			40. DATE		41. * BATTALION SIGNOUT		42. DATE

1. CIF must be cleared as soon as possible after receiving DA Form 137 (Installation Clearance Record). Also before going to CIF to clear be sure to go by your supply room to pick up your organization clothing and equipment record (DA Form 3645).

CIF HOURS FOR CLEARING...

MONDAY - 0730-1100 & 1300-1430
TUESDAY - 0730-1100 & 1300-1430
WEDNESDAY - 0730-1100
THURSDAY - 0730-1100 & 1300-1430
FRIDAY - 1300-1430

2. Soldiers are advised of their responsibility to ensure that all property book equipment is properly accounted for and transferred from their hand receipts.

3. Officers should have a copy or know the exact ending date of his current OER so records can be properly posted.

4. SGT through CSM must have a completed copy of a DA Form 2166-7 (NCOER) or a MEMO signed by their Adjutant/Company Commander explaining why soldier does not have a current NCOER.

5. Users of Veterinary Service should pick up pets records prior to departure else they will be destroyed.

6. All activities must be cleared before reporting for final clearance from Central Clearance Activity (CCA) to include Company Commander's signature and name typed on DA Form 137.

7. Soldiers going overseas must report to Bldg T11, 3 to 5 working days prior to completing final out processing in order to pick up your port call ticket.

8. You must report for your Defense Finance Accounting Office appointment prior to reporting to CCA for your final out processing.

I understand the seriousness of my failure to comply with my PORT CALL instructions. I further understand that my failure to report to the appropriate place at the prescribed time may result in punishment under the Uniform Code of Military Justice.

SIGNATURE _____ DATE _____

APPENDIX B

AGENCIES/ACTIVITIES SOLDIERS ARE REQUIRED TO IN-PROCESS

	<u>BLDG NO.</u>
1. Family Housing	1383
2. Defense Accounting Office	1384
3. Army Community Service	1384
4. Dental Clinic	1384
5. Health Risk Appraisal	1384
6. Provost Marshall Office	1384
7. DEERS/ID Cards/ID Tags	1384
8. Transportation Office	65
9. Education Center	1174
10. Central Issue Facility	6568
11. Unaccompanied Personnel Housing	4770
* 12. SJA	2421
* 13. Immunization Clinic	2383

* FORSCOM personnel only

APPENDIX C

SELECTED AGENCIES CLEARED BY CCA

CCA will electronically notify (via Office Vision) the agencies listed below. These agencies will notify (via Office Vision) the CCA Office if there is a requirement for the soldier to personally clear.

- a. Commissary
- b. Post Exchange
- c. Housing Office
- d. Army Emergency Relief
- e. Army Community Service
- f. Directorate Community and Family Activity
- g. American Red Cross
- h. Library
- i. Armor School Library
- j. Veterinary Clinic
- k. Provost Marshal

APPENDIX D

AGENCIES/ACTIVITIES SOLDIERS WILL BE REQUIRED TO PERSONALLY CLEAR IF NOT CLEARED BY CCA

	<u>BLDG NO.</u>		<u>BLDG NO.</u>
a. Transportation Office	65	q. DEERS/ID Cards	1384
b. Central Issue Facility	6568	r. Transition Center (Separation only)	1384
c. ACAP (Transition Only)	2316	s. Army Community Service	1384
d. Family Housing	1383	t. Library	400
e. Army Emergency Relief (AER)	1224	u. Recreation Services	4248
f. Medical Clinic		v. Education Center	1174
g. Dental Clinic		w. In-Service Recruiter (ISR)	1382
h. Provost Marshal	1384	x. TFID (Separation only)	6549
i. Defense Accounting Office	1384	y. Port Call Section (Overseas only)	T11
j. Officer Strength Management	1384	z. Unaccompanied Personnel	4770
k. Leaders' Club	1118	Housing	
l. Credit Union	1175	aa. Armor School Library	2369
m. Army National Bank	1377	bb. Classified Files	1227
n. Post Exchange	127	cc. Veterinary Clinic	1068
o. Red Cross	1131	dd. Dependent Schools	
p. Commissary	121		

NOTE: ALL SOLDIERS CAN BE ON ROSTER REGARDLESS OF RANK.

- | | |
|--|---|
| a. All ranks | n. SFC and above can initial if no accounts |
| b. All ranks except officers from DENTAC and soldiers from Recruiting Command | o. SFC and above can initial if no accounts |
| c. All ranks | p. SFC and above can initial if no accounts |
| d. Soldiers in quarters or soldiers not on Clearing Roster | q. All ranks |
| e. All ranks - ETS, Retirement, and Chapter. PCS - PVT thru SSG not on Clearing Roster | r. All ranks |
| f. All ranks | s. SFC and above can initial if no accounts |
| g. All ranks | t. SFC and above can initial if no accounts |
| h. All ranks | u. SFC and above can initial if no accounts |
| i. All ranks | v. All ranks |
| j. All officers except MEDDAC, DENTAC, USAREC, and Readiness Group Knox | w. All ranks (ETS only) |
| k. All club members | x. Officers only |
| l. SFC and above can initial if no accounts | y. All ranks |
| m. SFC and above can initial if no accounts | z. SFC and above can initial if no accounts |
| | aa. All ranks |
| | bb. All ranks |
| | cc. All ranks |
| | dd. Whichever school applies |